# Mortgage Record Changes

**T**he Mortgage Record Changes menu under Single Family Servicing provides options for electronically reporting servicer/holder transfers, case assumptions, and insurance terminations to HUD. The menu also lists options for canceling the monthly MIP for an eligible case or reinstating the monthly MIP when canceled in error.

## Reporting Case Transfers or Assumptions

**T**he Servicer/Holder Transfer page (see Figure 1) and the Assumption page replace form HUD-92080 previously used to report transfers and assumptions. Both options require both the case number and original mortgage amount to ensure that the correct case is updated. The effective date of the transaction is also required for both transfers and assumptions. To record a transfer on the Servicer/Holder Transfer page, enter only the five-digit mortgagee ID for the *new* holder and/or servicer; entering the ID of the current holder or servicer causes a processing error. To record an assumption on the Assumption page, all entry fields are required except Borrower (2) fields.

> **EXAMPLE** - To transfer an endorsed case:
>
> 1. Select *Mortgage Record Changes* on the Single Family Servicing menu.
>
> 2. Select *Servicer/Holder Transfer (HUD form 92080)*.
>
> 3. Complete the Servicer/Holder Transfer page.
>
>    ✍ *Enter only the new holding mortgagee and/or servicing mortgagee ID.*
>
>    ✍ *For a terminated case, a transfer can only be recorded if the Transfer Date precedes the termination date.*
>
>    ✍ *If you need assistance completing the page or with field definitions, click* [Help]



Figure 1:  Servicer/Holder Transfer page

> 4. Click Send. The Servicer/Holder Results page appears alerting you of your submission's status.

# Terminating Mortgage Insurance

T he Insurance Termination option replaces form HUD-27050-A previously used to terminate mortgage insurance for a case. Insurance Termination should not be used when transferring or selling an active case to another lender (see Servicer/Holder Transfer for an active case).

The Insurance Termination page is divided into four sections. The first section, initial case information, and the second section, Property Address, require complete entry of all fields except for *Mortgagee's Reference*. The third section, Mailing Address, is required only if the mailing address differs from the property address. If the addresses are the same, click *Check Here if Mailing Address is the same as Property Address*.  The fourth section, Mortgagor(s), requires the mortgagor's complete name and Social Security Number (SSN). Cases closed prior to 01/01/1998 do not require a SSN. If applicable, co-mortgagor information may be entered. If more than one co-mortgagor exists, click *Check Here if More Mortgagors Exist for This Case*.



Figure 2:  Insurance Termination page

*EXAMPLE* - To terminate insurance for a case:

1. Select *Mortgage Record Changes* on the Single Family Servicing menu.

2. Select *Insurance Termination (HUD Form 27050-A)*.

3. Complete the Insurance Termination page.

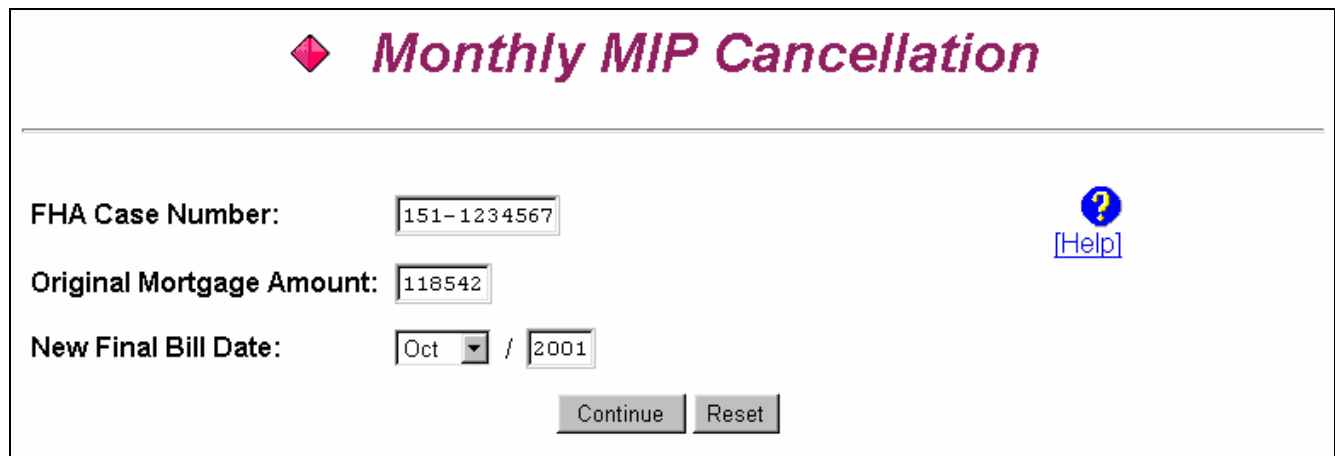4. Click Send . The Termination Results page appears alerting you of your submission's status.

# Canceling Monthly MIP

**M**onthly MIP Cancellation allows an authorized user to change the month and year that the last monthly mortgage insurance premium (MIP) is assessed. This may be necessary when a homeowner makes accelerated payments on a loan and the unpaid principal balance (% Threshold) reaches 78% (UPB@78%). This change is only available for active risk-based cases that have a closing date after 12/31/2000, and meet the eligibility requirements described in Mortgagee Letter 00-46.

*EXAMPLE* – To cancel monthly MIP on a case:

1. Select *Mortgage Record Changes* on the Single Family Servicing menu.

2. Select *Monthly MIP Cancellation*.

3. Complete the Monthly MIP Cancellation page.

   ? If you need assistance completing the page or with field definitions, click [Help].



Figure 3: Monthly MIP Cancellation page

4. Click Continue . The Monthly MIP Cancellation Confirmation page appears.

**Monthly MIP Cancellation Confirmation**

⚠ WARNING  *Message:Press Send to process this cancellation.*                                    ❓
                                                                                          [Help]

| | |
|---|---|
| **FHA Case Number:** | 151-1234567 |
| **Original Mortgage Amount:** | 118542 |
| **Current Final Bill Date:** | 2006/06 |
| **Computed Final Bill Date:** | 2015/01 |
| **New Final Bill Date:** | 2006/06    MIP must be paid at least five years |
| **New MIP:** | 48.47 |

[ Send ]  [ Cancel ]

Figure 4:  Monthly MIP Cancellation Confirmation page

5.  Click Send to confirm the newly calculated Final Bill Date or click Cancel to return to the previous page for corrections.

6.  When the new Final Bill Date is confirmed, the Monthly MIP Cancellation Results page appears notifying you of your submission's status.

**T**he Reset Monthly MIP feature is used when the final bill date is changed on a case in error (via the Monthly MIP Cancellation page).  It allows users to return the final bill date to the original computed value.